



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

\$4,255 - \$5,172

SPECIAL COUNSEL'S OFFICE
SACRAMENTO/SAN FRANCISCO

RESPONSIBILITIES: Under the direction of the Special Counsel, the incumbent is responsible for the implementation of the Life and Annuity Consumer Protection Fund program pursuant to regulation, including dissemination of information regarding the application process for the grants and the accounting and reporting system regarding fund use by grantees, researching and instituting an evaluation methodology regarding grant use, and other guidelines as needed. The incumbent writes reports regarding the implementation of the program to the Insurance Commissioner, Special Counsel, and the Legislature as required. In addition, the incumbent serves as the Department's expert advisor regarding senior insurance issues and is primarily responsible for promoting the Department's consumer protection mission by researching, developing, producing, maintaining and distributing educational material regarding all aspects of long term care insurance, Medi-Gap insurance, MediCare Part D, life insurance or annuity products through a variety of media. The incumbent serves as central liaison with other agencies and experts engaged in the protection and education of seniors and serves as the Department's seniors taskforce leader.

DESIRABLE QUALIFICATIONS:

- Subject matter experience, i.e., insurance law relating to seniors
- Strong analytical, research and problem solving skills
- Demonstrated ability to take initiative and work independently as well as a team leader
- Ability to work under pressure and manage multiple priorities
- Excellent communication skills, both verbal and written
- Excellent interpersonal skills and demonstrated ability to develop effective working relationships with the public, elected officials and their staff, and Departmental employees of all levels
- General knowledge of the insurance industry and the Department's operations and mission
- Website building experience
- Educational seminar creation and teaching experience

WHO MAY APPLY: Applications will be accepted from current State employees at the Associate Governmental Program Analyst level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Department of Insurance-Human Resources, 300 Capitol Mall, Suite 1300 Sacramento, CA 95814. **PLEASE INDICATE "AGPA, #413-xxx-5393-xxx" ON THE STATE APPLICATION ALONG WITH LOCATION PREFERENCE.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: October 2, 2006 or until filled

NOTE: Interested individuals must submit their application in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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